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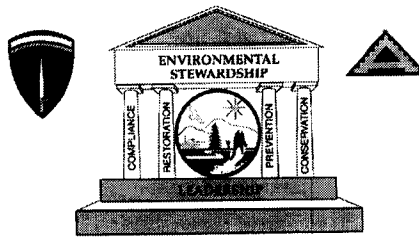
**411<sup>th</sup> BSB**  
**Environmental Management System's**  
**Cross Functional Team**  
**01 September 2004**  
**Meeting Summary**

The EMS Coordinator, Ms. Osborne-Flesch, provided an introduction to the meeting and summarized the material that was handed out. A brief review of what the Environmental Management System (EMS) is and where the 411<sup>th</sup> Base Support Battalion (BSB) is in its implementation was presented for the personnel who were new to the Cross Functional Team. A discussion ensued on the status of identification of legal requirements with the representatives of the Staff Judge Advocate (SJA). Currently, no central compilation containing the Host Nation Agreements exists; the SJA Cross Functional Team (CFT) members agreed to provide Ms. Osborne-Flesch assistance in gathering copies of these agreements and in identifying the applicable requirements to which the BSB is subject to.

Ms. Osborne-Flesch provided training on the requirements for the draft procedures given to the CFT for review and included information on ISO 14001 as it applies to the Identification of Legal and Other Requirements, Document Control and Communications.

Following the presentation, Ms. Osborne-Flesch discussed the recent EMS Lead Auditor Course she attended. The course served to emphasize and help identify the following deficiencies found within the 411<sup>th</sup> BSB's EMS at this point in its implementation and development:

- 1) Lack of Standard Operating Procedures (SOP) and/or Work Instructions for activities that have a potential environmental impact in all tenant units and organizations;
- 2) Formal listing and documentation of all legal and other requirements (copies of all agreements with the Host Nation held by any and all tenant units within the BSB's footprint, maintained in a central location (i.e. the Environmental Management Office) – equivalent to permits/allowances in CONUS installations);
- 3) Copies/documentation of all communications held between tenant units and organizations within the BSB's footprint and Host Nation agencies concerning environmental issues, such as Letters of Deficiency, maintained in a central location (i.e. the Environmental Management Office) ;



- 4) A formal procedure for conducting compliance audits, separate from the Environmental Performance Assessment System (EPAS), on all tenant units and organizations within the BSB's footprint against the requirements specified in the Final Governing Standards (FGS) and Host Nation agreements concerning exact limitations/allowances imposed on facility operations;
- 5) Documentation and formal procedures for conducting calibration of all environmental monitoring equipment utilized by the tenant units and organizations within the BSB's footprint;
- 6) Requirement for all contractors conducting environmental work to provide documentation of the procedures used for calibration of all environmental monitoring equipment in the Work Plans submitted prior to the start of work.

The above issues must naturally be addressed during the development of the EMS and may require Command emphasis through memoranda and policy requirements issued to the tenant units and organizations.

At the end of the meeting, the CFT Members were reminded that the next meeting will be held on 29 September 2004 at 0930 on Tompkins Barracks, Building 4219. Directions to the meeting location were provided and are as follows:

**Immediately after entry at the Tompkins Barracks Main Gate take a Right at the First Drive. Building 4219 is Beside the Parking Lot, Next to German Kanteen.**

Each attended was presented the following material:

- 1) Hardcopies of:

- Meeting Agenda
- Training Slides
- Draft Document Control Procedure
- Draft Procedure for Internal/External Communications
- Draft Procedure for Identification of Legal and Other Requirements

#### Upcoming Meetings:

27 October 2004, *Place and Time Yet to be Determined*



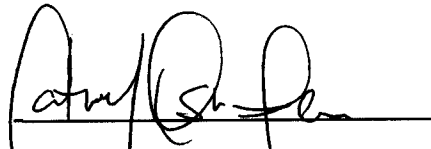
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17 November 2004, 1330, Tompkins Barracks, Building 4219

15 December 2004, 1330, Tompkins Barracks, Building 4219

Attendees:

Ms. Sofie Zach (SJA, VCorps)  
CPT Rebecca Weiler (SJA, VCorps)  
LTC Carol Fontanese (ERMC)



Catherine M. Osborne-Flesch  
411<sup>th</sup> BSB DPE EMO  
EMS Coordinator

DISTRIBUTION:

Cross Functional Team Members  
MAJ Capps, 411<sup>th</sup> BSB DPW  
Mr. Taylor, 411<sup>th</sup> BSB DPW  
Mr. Tafoya, 411<sup>th</sup> BSB  
LTC Vanderpot, 411<sup>th</sup> BSB